

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

February 17-23, 2018

Travel date(s): \_\_\_\_\_

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$2,441.26	\$945.00	\$285.93	Insurance: \$81; Security: \$737.36; Interpreter: \$54.76; Visa: \$239.00

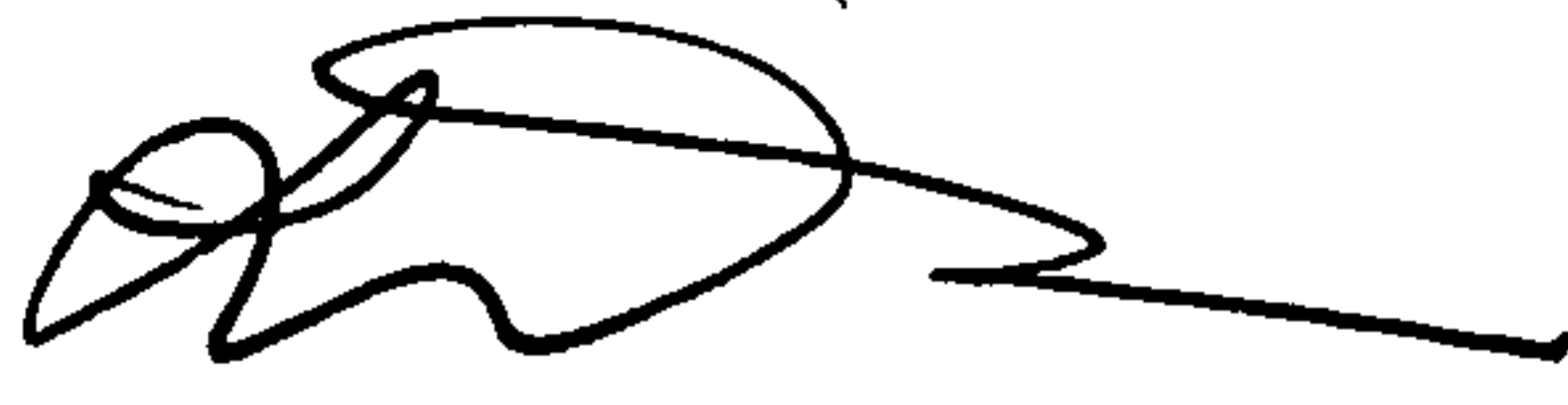
## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Addendums A and B

03/09/18  
(Date)

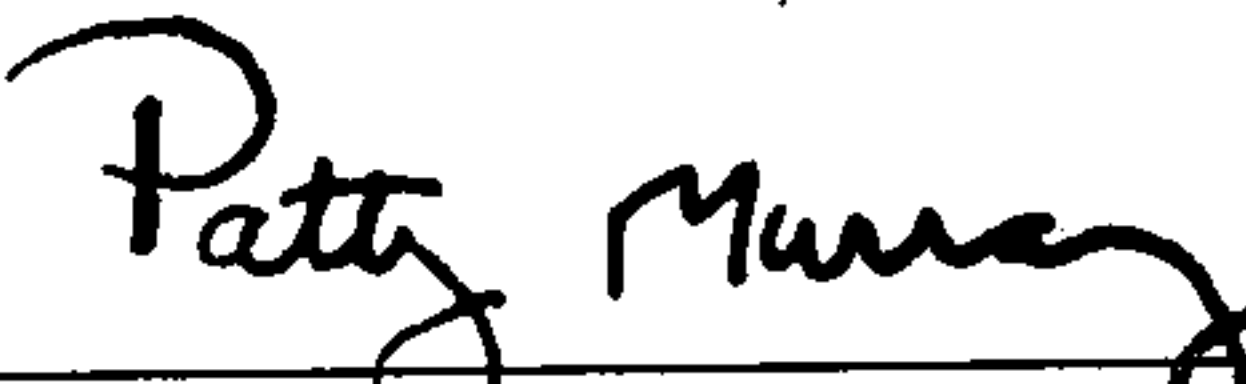
Laurel Saker  
(Printed name of traveler)

  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/9/2018  
(Date)

  
(Signature of Supervising Senator/Officer)

FINAL

## ADDENDUM A

**AGENDA: CARE Learning Tour to Zambia, February 17-23, 2018**  
***\*Note: See Addendum B below for an explanation of schedule changes\****

### Saturday, February 17 Travel Day

10:00am Depart U.S. for Lusaka, Zambia (Ethiopian Airlines #501)

### Sunday, February 18 Travel Day/Lusaka, Zambia

2:50pm CARE delegation arrives in Lusaka, Zambia (Ethiopian Airlines #873)

3:30-4:00pm Transfer to hotel

4:00-6:00pm Check-in/unpacking/shower time

6:00-6:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-8:00pm Scene-setter briefing with local technical experts

*Overnight: Latitude 15 Degrees Hotel – Lusaka Zambia*

### Monday, February 19 Lusaka, Zambia

8:45-10:15am Breakfast briefing with U.S. Mission

10:15-11:30am Transfer to site visit 1

11:30-1:00pm Site visit 1: Tour rural health post and home visits with community health workers to learn about barriers to accessing health services for rural populations and understand the role CHWs play in connecting these communities to the health system

1:00-2:15pm Transfer to site visit 2  
*Note: Lunch provided on vehicles*

2:15-3:30pm Site Visit 2: Visit a DREAMS Center to gain a deeper understanding of community-based interventions to prevent and manage the spread of HIV/AIDS among vulnerable young women

3:30-4:00pm Transfer to hotel

4:00-6:15pm Downtime

6:15-6:30pm Transfer to U.S. Ambassador's residence

FINAL

- 6:30-8:30pm                      Reception with U.S. Ambassador, local government and NGO leaders to discuss the role of international partners, Local governments and NGOs in development in Zambia
- 8:30-8:45pm                      Transfer to hotel

*Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia*

**Tuesday, February 20** **Lusaka / Livingstone, Zambia**

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*Breakfast on own at hotel*

- 8:30-9:00am                      Transfer to meeting
- 9:00-10:00am                      Meeting with the Zambian Minister of Health to discuss the health priorities of the Zambian Government
- 11:00-11:30am                      Transfer to airport
- 10:30-12:00pm                      Plane Briefing on the "three delays" driving maternal mortality  
*Note: Transfer to Livingstone; Lunch on the plane*
- 12:00-12:30pm                      Transfer to site visit 1  
*Note: lunch provided on vehicles*
- 12:30-1:45pm                      Site visit 1: One-stop gender-based violence center to understand how integrated health, psychosocial support and legal services are being provided to women and vulnerable youth, reducing the barriers to accessing critical health and support services
- 1:45-2:15pm                      Transfer to site visit 2
- 2:15-3:15pm                      Site visit 2: Village Savings and Loan Association (VSLA) group to learn how women who are financially empowered are able to generate income and provide for their families, helping mothers to also afford transportation costs to access more comprehensive health services for themselves and their families
- 3:15-3:45pm                      Transfer to hotel
- 3:45-4:00pm                      Check-in/downtime at hotel
- 5:45-6:15pm                      Transfer to Dinner
- 6:15-8:00pm                      Debrief dinner to reflect on the "three delays" that contribute to maternal mortality
- 8:00-8:30pm                      Transfer to hotel



FINAL

Overnight: AVANI Hotel – Livingstone, Zambia

Wednesday, February 21

Kalomo/Lusaka, Zambia

Breakfast on own at hotel

8:30-10:30am	Transfer to site visit 1
10:30-11:45am	<u>Site visit 1: Scaling Up Nutrition program</u> to learn about interventions to support improved maternal and child health and reduce stunting and malnutrition among infants and newborn children in Zambia
11:45-12:30pm	Transfer to site visit 2
12:30-2:00pm	<u>Site visit 2: Tour Safe Motherhood 360+ training and capacity-building program</u> to see how innovative mentorship models are helping to strengthen the ability of health providers to respond to emergency prenatal, neonatal and postnatal health needs to reduce maternal and infant mortality
2:00-4:30pm	Transfer to airport
4:30-6:00pm	<u>Plane debrief</u> on health systems strengthening Note: Transfer to Lusaka
6:00-6:30pm	Transfer to hotel
6:30-7:30pm	Check-in/down time at hotel
7:30-9:00pm	<u>Closing dinner</u> to discuss policy objectives and trip takeaways

Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia

Thursday, February 22

Lusaka, Zambia/Travel Day

Breakfast on own at hotel

9:00-9:30am	Transfer to site visit 1
9:30-10:45am	<u>Site visit 1: Youth safe-space center</u> to meet vulnerable youth empowered to resist child marriage, understand and advocate for their own health and build healthier communities
10:45-11:15am	Transfer to hotel
11:15-11:45am	Final packing and check out time
11:45-12:15pm	Transfer to airport

FINAL

1:25pm                      Delegation departs for Washington, DC (Ethiopian Airlines #863)

Friday, February 23 Travel Day

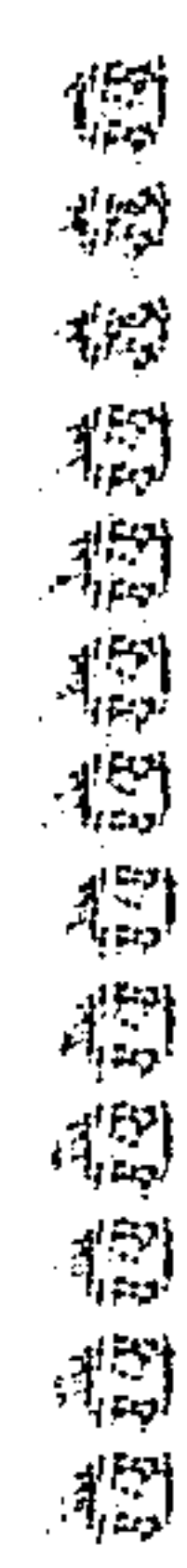
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7:50am                      Delegation lands in Washington, DC (Ethiopian Airlines #500)

# ADDENDUM B

## **Explanation of Schedule Change**

We originally planned to use chartered planes for our movements in Zambia o reduce our transfer times. However, due to changing weather patterns and safety concerns, which arose during the week of our trip, we decided against using chartered planes for one of our transfers from Livingstone to Kalomo and to instead drive to site locations on February 21, 2018. The agenda was adjusted after the Ethics Committee pre-trip paperwork deadline to accommodate this shift and account for drive times while still maintaining most of our original site and meeting selections, although we did have to cancel a planned lunch with midwives on the afternoon of February 21<sup>st</sup> due to our condensed schedule caused by the need to drive to sites rather than use the charted planes.





# United States Senate

## SELECT COMMITTEE ON ETHICS

February 8, 2018

Laurel Sakai  
Committee on Health, Education, Labor and Pensions  
United States Senate  
Washington, DC 20510

Dear Ms. Sakai:

This responds to your recent correspondence concerning an invitation you received to travel on a learning tour to Zambia, on February 17-23, 2018, sponsored by the Cooperative for Assistance and Relief Everywhere, Inc. (CARE). CARE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.



itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.<sup>3</sup> However, CARE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.<sup>4</sup>

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).<sup>5</sup> The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 16, 2018 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,<sup>6</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>3</sup> See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

<sup>4</sup> 26 U.S.C. § 501(c)(3).

<sup>5</sup> 5 U.S.C. § 7342.

<sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.



## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Laurel Sakai

Name of Traveler: \_\_\_\_\_

Employing Office/Committee: Senate Health, Education, Labor and Pensions Committee, Ranking Member Murray

Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

Travel date(s): February 17-23, 2018

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Zambia

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am a Senior Counsel on the Health, Education, Labor and Pensions Committee handling issues including women's health and economic rights. My portfolio includes international reproductive rights. The trip is designed to educate congressional staff on the link between health care for women and children, economic security and ending poverty.

Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/18/18  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Patty Murray

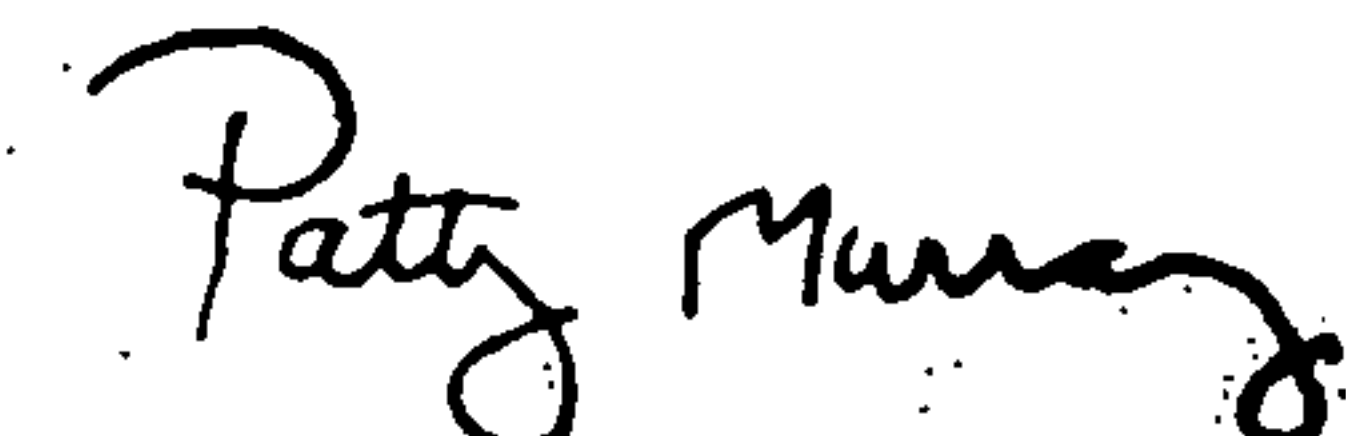
Laurel Sakai

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/18/18  
(Date)

  
(Signature of Supervising Senator/Officer)





CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
[www.care.org](http://www.care.org)

January 12, 2018

Laurel Sakai  
Professional Staff Member  
Senate Health, Education, Labor, and Pensions Committee  
428 Dirksen Senate Office Building  
Washington, DC 20510

Dear Laurel,

I'd like to invite you to join CARE's next Learning Tour to Zambia to examine the impact of U.S. investments in global health, maternal and child health, and women's empowerment. This trip will take place February 17-23, 2018 (including travel) during the President's Day Congressional recess and will include Congressional staffers and key leaders from the corporate sector, technical experts, and the media working on these issues.

On your journey, you will visit programs and meet with beneficiaries in Zambia to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground—including the government, private sector and local partners who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national and regional stage.

On this trip we will be traveling to Zambia, a country that despite some recent economic recovery and growth, still grapples with high rates of poverty and very weak health indicators – including maternal and child health. Approximately 80 percent of rural households and 64 percent of urban households live in poverty and 4 in every 5 children are too short for their age, a symptom of chronic malnutrition and food insecurity. Although Zambia has made progress in increasing access to primary education, reducing infant mortality, and combating HIV/AIDS, the country continues to struggle with poor sanitation and health infrastructure. Many women lack access to information and necessary health services to safely deliver and care for children and at present only two thirds of those births are attended by a skilled health professional.

The United States is actively working to change this reality. U.S. investments in women's economic empowerment, combatting child marriage and violence, and promoting health and nutrition are having a measurable and significant impact in Zambia throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deeper understanding of the link between U.S. assistance and improvements in family health outcomes, community development, and global health advancements.

In order to allow sufficient time for planning, we appreciate a response indicating your interest by **Tuesday, January 16, 2017**. We have asked Rachel Hall to provide further details on the trip and answer any questions. You can reach her directly at [Rachel.Hall@care.org](mailto:Rachel.Hall@care.org) or (202) 609-6353.

Thank you for considering this opportunity.

Sincerely,

David Ray  
Vice President for Policy & Advocacy  
CARE USA